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Security

MOTOR VEHICLE TRAFFIC SUPERVISION

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The purpose of this traffic code is to establish standardized procedures for motor vehicle traffic supervision and assure safe and efficient movement of vehicles, materials, and personnel to destinations on 15 ABW installations. This instruction implements Air Force Policy Directive 31-2, Law Enforcement, and is based on the Uniform Vehicle Code and Model Traffic Ordinance. This instruction complies with the National Highway Safety Program Standards promulgated under the National Highway Safety Act of 1966. This traffic code assimilates, to the maximum extent possible, the Hawaii statewide traffic code, Chapters 291 and 291C, Hawaii Revised Statutes (HRS). This instruction establishes procedures governing motor vehicle traffic supervision, parking restrictions, and registration requirements on all 15 ABW installations. The provisions of this instruction apply to all personnel assigned, attached or associated to the 15th Air Base Wing, Tenant Units and all other individuals, whether military or civilian, while upon any 15 ABW installation or property.

SUMMARY OF REVISIONS

This instruction revision changes the procedures and requirements for reserved parking spaces. 15 CES/CEOE is the POC for all reserved parking. The AF Form 3545 Incident Report is incorporated as the required report for DUIs. DD Form 1805, United States District Court Violation Notice, is incorporated for use on 15 ABW installations. The 10 MPH limitation for emergency vehicles is removed from the instruction. The incorporation of fees assessed for towed vehicles is added to the instruction. Vehicles for sale not parked in authorized areas may be towed. ABWI amended to reflect the policy of having parties of minor accidents respond to 15 SFS/SFCC to report accidents. The DD Form 2220 Base Decal location is amended to allow for placement on the lower left windshield. Renumber ABWI from 31-201 to 31-204. Two traffic points for littering from a vehicle was incorporated into the instruction.

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Chapter 1

GENERAL

1.1. References.

- 1.1.1. DOD 4160.21-M, Property Disposal
- 1.1.2. AFI 91-207, USAF Traffic Safety Program
- 1.1.3. AFI 31-204, Motor Vehicle Traffic Supervision
- 1.1.4. Uniform Vehicle Code and Model Traffic Ordinance
- 1.1.5. Hawaii Revised Statutes
- 1.1.6. Manual of Uniform Traffic Control Devices for Streets and Highways
- 1.1.7. 18 U.S.C. 13
- 1.1.8. 32 C.F.R. 210.3(b)

1.2. Purpose.

- 1.2.1. The purpose of this traffic code is to establish standardized policies and procedures for motor vehicle traffic supervision and assure safe and efficient movement of vehicles, materials, and personnel to destinations on 15 ABW installations.
- 1.2.2. Compliance with this publication is mandatory.

Chapter 2

15 ABW TRAFFIC SUPERVISION/RULES OF THE ROAD

2.1. Enforcement of Traffic Code.

2.1.1. The Chief, Security Forces (CSF) is responsible for the enforcement of all traffic laws and instructions including applicable state, city, and county traffic laws on 15 ABW installations.

2.1.2. Security Forces may issue a DD Form 1408, Armed Forces Traffic Ticket, or a DD Form 1805, United States District Court Violation Notice, to violators of this traffic code, or any other applicable traffic offense.

2.1.3. Persons subject to the Uniform Code of Military Justice (UCMJ) are subject to trial by courts-martial, punishment under Article 15/UCMJ, a trial before a United States Magistrate, or other types of disciplinary or administrative actions deemed necessary by the unit commander for violations of the provisions of this or any other instruction, directive, or law pertaining to traffic.

2.1.4. Persons not subject to the UCMJ are subject to trial before a United States Magistrate and/or administrative sanctions deemed necessary by the installation commander, or designated representative, for violations of this or any other instruction, directive, or law pertaining to traffic.

2.2. Suspension/Revocation of Base Driving Privileges for Driving Under the Influence (DUI)/Driving While Intoxicated (DWI) Offenses.

2.2.1. For on-base DUI/DWI incidents, the apprehending/detaining official will complete AF Form 3545, Incident Report and accompanying documentation, addressing the probable cause for the traffic stop and document the refusal or agreement to submit to, or complete, a chemical test. The unit commander or designated representative will be briefed, either in person or by telephone, on all facts concerning the incident. A suspension/revocation letter is to be served to the offender.

2.2.2. Persons detained for DUI/DWI who request a test of their blood or urine will be transported to Tripler Army Medical Center to withdraw blood and/or conduct a urinalysis, analyze the fluids for alcohol content or other drugs, and forward the results to the 15 Security Forces, Reports and Analysis Section, Hickam AFB. The transporting security forces member will hand-write or stamp the following, in bold 1/2 inch letters, on the medical request documentation: "CRIMINAL EVIDENCE MAIL A COPY OF LAB RESULTS TO HICKAM SECURITY FORCES, SFAR 505 HANGAR AVE HICKAM AFB HI 96853"

2.2.3. For off-base DUI/DWI incidents, the desk sergeant or receiving official will prepare an AF Form 53, blotter entry, with information provided by HPD or Hawaii Armed Services Police (HASP). HASP will provide the Security Forces Reports and Analysis Section (SFAR) with a copy of the US Army report completed by HASP. The subject's unit will then be notified. It is the responsibility of the unit to have the individual report, as soon as possible, to SFAR, during duty hours, or to the Law Enforcement Desk Sergeant, during non-duty hours, so that a driver's suspension/revocation letter can be served. A unit representative or another security forces member will be present to sign as a witness.

2.2.4. Zero Tolerance For Underage Drinking And Driving. Any person less than 21 years of age who is found to be operating a motor vehicle on any 15 ABW installation with a measurable level of alcohol in their blood, breath, or urine (defined as a test result equal to or greater than .02 but less than .08 grams of alcohol per one hundred milliliters or cubic centimeter of blood or equal to or greater than

.02 but less than .08 grams of alcohol per two hundred ten liters of breath) shall have their driving privileges suspended for 1 year. (HRS 287.20, 286, 286.151, and 291 as amended 1 Dec 97)

2.3. Authorized Emergency Vehicles, as defined in HRS 291(C)1, includes fire department vehicles, police vehicles, and ambulances. The driver of an authorized emergency vehicle, when responding to an actual emergency call or when in pursuit of a suspected violator of the law, may within reason and with due regard for the safety of all persons, exercise the following privileges. These privileges apply only when using authorized visual and audible (except when standing or parking) signals.

2.3.1. Park or stand irrespective of the provisions of this traffic code, provided they do not intentionally block traffic or create a traffic hazard, unless circumstances dictate otherwise.

2.3.2. Proceed past a stop sign/signal only after slowing to ensure safe operation and that the right-of-way has been granted by all other drivers.

2.3.3. Disregard instructions governing the direction of travel or turning in specified directions.

2.3.4. Exceed the posted speed limit, so long as not to endanger life or property when a special hazard or emergency exists that requires a faster speed as specified in HRS Chapter 291 or this instruction.

2.4. Speed Limits.

2.4.1. 25 mph - Anywhere, unless otherwise posted.

2.4.2. 20 mph - Any vehicle, except an authorized tow vehicle, actually engaged in towing another vehicle, regardless of the posted speed limits unless the posted limits are less.

2.4.3. 15 mph - Taxiways, housing areas and within 50 ft of entering all gates.

2.4.4. 10 mph - All parking lots, alleys, and industrial areas.

2.4.5. 5 mph - Within 25 ft of any parked aircraft or within any structure or building.

2.5. Pedestrian Limitations and Other Right-of-Ways.

2.5.1. Pedestrians will obey the instructions of any official traffic-control device specifically applicable to pedestrians and will be subject to the limitations and restrictions stated herein.

2.5.2. Pedestrians will, when jogging between the hours of dusk and dawn, wear appropriate reflective safety gear, equipment, or type of clothing that, when properly worn, will increase their visibility to driver's of approaching vehicles from either direction.

2.5.3. Pedestrians will walk, run, or jog on the left side of the road on the provided sidewalk, bike path, or shoulder. When no sidewalk, bike path, or shoulder is present on the left side of the road, the pedestrian will use the sidewalk, bike path or shoulder on the right side of the road. Pedestrians are prohibited on the Kuntz Avenue overpass or on O'Malley Boulevard from the static aircraft display to the Kuntz Avenue access road.

2.6. Off-Street Vehicle Operation. While on any 15 ABW installation, off-street (race type) vehicles, including stock cars, dirt bikes, and other off road or competition vehicles, will be plainly marked as such and have the identification, address, and telephone numbers of the owner posted in plain view from the outside. Operation of off street vehicles on the installation is prohibited.

2.7. Towing of Vehicles. Towing chains, ropes, straps, or lines will not exceed 15 ft in length. Use of an approved tow bar is mandatory when towing any vehicle without brakes. Vehicles being towed by other than an approved tow vehicle will display the message "CAR IN TOW" in the back window of the towed vehicle in large enough print to warn drivers of vehicles approaching from the rear. The vehicle being towed must be equipped with proper lights in working order (i.e., brake, turn signal, and taillights).

2.8. Unattended Children. No person will leave any child less than 10 years of age unattended in a parked vehicle without an acceptable sitter (12 years of age or older).

2.9. Noise Pollution. No driver will operate, park or stand his or her vehicle on any street or parking lot while the vehicle is emitting noise pollution (whether mechanical or stereo/audio) whereas any other operator, pedestrian, etc., has to speak louder than a normal tone of voice to communicate.

2.10. Unsafe or Defective Vehicles.

2.10.1. Persons will not drive, nor will a registered owner knowingly allow any, unsafe or defective vehicle to be driven anywhere on 15 ABW installations.

2.10.2. Corrective Action. Military members will complete corrective actions within three (3) working days from the date of the violation and either show proof of the correction to their commander or first sergeant or remove the vehicle from the installation. Violators identified as retired or as having no military affiliation will report to SFAR to show proof of the correction within three (3) working days from the date of the violation.

2.10.3. Minimum Action for Corrected Violations. The violator's commander or first sergeant will verify the repair in the "remarks" section on the back of the DD Form 1408, Armed Forces Traffic Ticket (white copy), and counsel the violator, with no traffic points assessed.

2.10.4. Minimum Action for Uncorrected Violations. If corrections are not made within the 3 days, the violator's commander will take appropriate action and indicate such action taken in the "remarks" section on the back of the DD Form 1408 (white copy) to include two traffic points against the violator's driving record.

2.11. Littering From a Vehicle.

2.11.1. No person shall throw, place, or drop litter from a vehicle on base. The driver of the vehicle, or the responsible person, may be cited for any litter thrown, placed, or dropped from the vehicle.

2.11.2. "Litter" means rubbish, refuse, waste material, garbage, trash, offal, or debris of whatever kind or description, whether or not it is of value, and includes improperly discarded paper, metal, plastic, glass, or solid waste.

2.11.3. Persons cited for littering from a vehicle will have two points assessed to their on-base driving record.

Chapter 3

BICYCLE AND COASTER-WHEELED CONVEYANCE INSTRUCTIONS

3.1. Bicycle Operation.

3.1.1. Everyone, including minors, riding bicycles on 15 ABW installations will observe the same traffic rules as are required of a motor vehicle operator. All persons operating a bicycle on 15 ABW installations are subject to all bicycle requirements set forth in the HRS. Persons residing on 15 ABW installations are not subject to the bicycle licensing requirement of the City and County of Honolulu as long as the bicycle is owned and operated on the installation only. Additional requirements, unique to 15 ABW installations, are noted below.

3.1.2. No bicycle will be ridden on any sidewalk within the business area (i.e., base exchange, bank, credit union, commissary, etc.) or on the Mokulele pedestrian overpass.

3.1.3. Bicycles are prohibited on any portion of the Kuntz Avenue overpass or on O'Malley Boulevard from the Air Mobility Command (AMC) Terminal Road to the Kuntz Avenue exit.

3.1.4. All bicycle operators are required to wear safety helmets on 15 ABW installations.

3.1.5. All bicycle operators riding during the hours of darkness are required to have a lamp on the front of the bicycle which emits a beam of light 200 ft, so as to see the roadway, and a red light visible at 200 feet in which vehicles coming from the rear can see the bike.

3.1.6. Bicycle operators are prohibited from using any crosswalk, sidewalk, driveway, or any other area not designated as a traffic lane for the purpose of by-passing a traffic control device.

3.2. Coaster-Wheeled Conveyance.

3.2.1. The use of coaster-wheeled conveyance (defined as any form of object propelled afoot to include in-line skates, roller skates, scooter, or skateboards) is prohibited on any roadway, parking lot, sidewalk, or driveway; except in established areas.

3.2.2. Established areas where skateboards and other coaster-wheeled devices may be ridden are:

3.2.2.1. Singapore Hangar (within the fenced area and only when open).

3.2.2.2. Bicycle paths established throughout the housing area and beach.

3.2.3. Persons using coaster-wheeled conveyances will yield the right-of-way to pedestrians and vehicular traffic. This does not relieve a motor vehicle operator of the responsibility to exercise due care and caution.

3.2.4. All persons using a coaster-wheeled conveyance are required to wear safety helmets.

3.3. Violations. Persons in violation of the above coaster wheel conveyance instructions may be issued a DD Form 1408, Armed Forces Traffic Ticket. Traffic points will not be assessed, however, the traffic ticket report will be forwarded to the member's and/or sponsor's unit commander for action.

Chapter 4

MOPED, MOTORCYCLE, AND THREE-WHEELED MOTOR VEHICLE INSTRUCTIONS

4.1. Moped, Motorcycle, and Three-Wheeled Motor Vehicles. For the purposes of this instruction, the meaning is the same for the term motorcycle, moped, and that of any three-wheeled motor vehicle, unless otherwise specified. Operators of these types of vehicles will obey all traffic laws pertaining to other motor vehicles, as well as, the requirements and restrictions set forth in this instruction.

4.2. Operation. Parents, guardians, or sponsors of children will not authorize or knowingly permit them to violate these provisions. Any negligence, misconduct, or traffic violation committed by a minor while operating a moped will be reported to the parent, guardian, or sponsor having custody of the minor, who shall be jointly liable with the minor for any damages caused by such negligence or misconduct.

4.3. Driver's License and Learner's Permit.

4.3.1. Persons operating motorcycles must meet the licensing requirements of Hawaii State law and the state in which their driver's license was issued.

4.3.2. Persons 15 years of age or older operating mopeds or motorcycles, must have in their possession either a valid Hawaii State learner's permit or valid Hawaii State driver's license, a completion card issued by the base safety office showing completion of the required motorcycle operator course, or a letter from base safety showing registration in a future course.

4.4. Required Personal Protection Equipment. All operators and authorized passengers of motorcycles (NOTE: Passengers are not authorized on mopeds) must wear a helmet which meets national safety standards, transparent eye protection consisting of impact-resistant goggles or a full-face shield attached to the helmet, closed-toe shoes with hard soles and low heels. A brightly colored or contrasting vest, shirt, or jacket as an outer upper garment during the day and reflective during the night must be worn. Outer upper garment will be clearly visible and not covered. In addition, long sleeved shirts or jackets, full fingered gloves, and long pants are required by operators and authorized passengers.

Chapter 5

PARKING SUPERVISION

5.1. Purpose. Parking restrictions are established to better manage on-base parking facilities, support the mission, and encourage participation in the government's policy on energy conservation and a cleaner environment.

5.2. Enforcement. For violations discovered while the vehicle is unattended, the license plate number shall constitute prima facie presumption that the registered owner of the vehicle is the person responsible for the violation. Parking enforcement will be reduced during periods of increased readiness conditions and readiness exercises if such day-to-day procedures affect military efficiency.

5.3. Prohibited Parking. Unauthorized vehicles will not be parked in areas marked or designated as reserved parking, nor will a vehicle be parked where it is prohibited by signs, markings or other provisions of this code, except those provisions granted to emergency vehicle operators.

5.4. Against the Flow of Traffic. Vehicles parked parallel to curbing or the road edge will be headed in the same direction of traffic movement. Vehicles parked in slanted parking stalls will not be facing against the flow of traffic.

5.5. Too Far from Curb or Road Edge. Vehicles parked parallel to the curb or road edge will be parked in such a manner that the wheels are not more than 12 inches from the curbing or road edge.

5.6. Straddling Lines. Vehicles will not be parked in such a manner as to extend over the lines designating the space used as a parking stall. Vehicles will be parked completely within a designated stall whenever parking stalls are established.

5.7. Seeded or Unpaved Surfaces. Vehicles will not be parked on other than paved surfaces, unless the area has been designated as overflow parking.

5.8. Dumpsters. Vehicles will not be parked within 6 ft of a refuse dumpster nor block the access of sanitation trucks.

5.9. Intersection. Vehicles will not be parked within 15 ft of any intersection or corner.

5.10. Traffic Control Device. Vehicles will not be parked within 15 ft of any stop sign, yield sign, or any other such marking which is upon the pavement.

5.11. Fire Hydrants. Vehicles will not be parked within 10 ft of a fire hydrant.

5.12. Buildings. Vehicles will not be parked within 5 ft of any building, unless otherwise directed.

5.13. Entrances and Exits. Vehicles will not be parked within 4 ft of any parking area entrance or exit, unless otherwise designated.

5.14. Safety Zone or Fire Lane Parking Restrictions.

5.14.1. Safety Zones are defined as areas in parking lots marked by white hash marks or lines and not identified as fire lanes. Only mopeds, motorcycles, and bicycles are permitted to park in safety zones, unless parking is prohibited by a posted sign or other markings.

5.14.2. Fire lanes are defined as areas in parking lots and roadways marked by red or yellow hash marks, lines, or markings, or posted with signs. No person will park any vehicle within the boundaries of a marked fire lane.

5.15. No Parking Zone. Vehicles will not be parked against or adjacent to any curbing, which is posted by a sign designating "No Parking Zone" as outlined in this instruction.

5.16. Loading Zone. No vehicle will be parked against or adjacent to any curbing, which is posted by a sign designating a loading-zone area, unless the vehicle is actively engaged in loading or unloading activities.

5.17. Storage Policy. Storage of stock cars, off-road vehicles, competition type vehicles, trailers, recreational vehicles, and other such vehicles will be parked in an approved 15 SVS storage area. Parked trailers are prohibited in the housing area for more than a 24-hour period. Recreational vehicles are defined as boats, jet skis, dirt bikes on trailers, overnight campers/trailers, and most large recreational items not used for daily transportation or for daily recreation in the yard. Base housing inspectors (15 CES/CEH) will perform lawn inspections and may issue CEH Form 98-01, Yard Inspection Ticket, and forward all infractions to the Housing Office, who will then tally the tickets. Residents who repeatedly do not comply may be issued an eviction notice unless extenuating circumstances are documented.

5.17.1. For those Fort Kamehameha yards bordering the waterfront, boats less than 16 feet and/or jet skis that do not require a trailer and can be launched from the beach are exempt as long as they do not present an eyesore or safety hazard and are stored on the waterfront.

5.17.2. If storage is not available in the 15 SVS storage area, the housing resident must contact the Housing Office for a resolution.

5.18. Public Parking Area Restrictions. Vehicles will not be parked in public parking areas in excess of 24 hours. Vehicles involved in an accident resulting in disabling damage will not be left at the scene in excess of 24 hours. The owner or person in charge will remove the vehicle. At no time will the vehicle be left in such a manner as to create a hazard to other traffic.

5.19. Long-Term Parking. Long-term parking of privately owned vehicles is permitted as outlined in this instruction.

5.19.1. Private vehicle parking is permitted for those personnel going TDY or on extended leave. The parking is limited to the AMC Terminal, Bldg. 2028, long-term parking lot. The owner or person in control of the vehicle(s) will adhere to the provisions of this section.

5.19.1.1. The vehicle must have a current DD Form 2220, Base Registration Decal, from an Oahu military installation.

5.19.1.2. The owner or person in control of the vehicle will present to the AMC Terminal counter positive identification and current leave or TDY (Temporary Duty) orders, and obtain 15 ABW

Form 25, Hickam AMC Passenger Terminal Long Term Parking, which must be placed in the vehicle windshield.

5.19.1.3. The owner/operator will fill out the long-term parking log.

5.19.1.4. Parking is limited to the duration of the TDY or leave.

5.19.1.5. Use of the long-term parking lot by retired military personnel shall be limited to a maximum of 30 calendar days. Retired military personnel using this lot will be briefed on the 30-day parking limitation.

5.19.1.6. AMC Terminal personnel will brief persons using this lot that neither the Air Force nor the government is responsible for any damage or loss while the vehicle is parked in the lot.

5.19.1.7. Parking of mopeds, camper trailers, camper shells, dirt and trail-type motorcycles, bicycles, boats and trailers is strictly prohibited in the AMC Terminal lot.

5.19.1.8. Personnel living in the dormitory who go on extended leave or TDY may park in their dormitory parking lot after obtaining 15 ABW Form 7, Hickam Air Force Base, Hawaii Temporary Parking Permit, from their unit first sergeant.

5.20. Traffic Warden Program.

5.20.1. The Security Forces Administration and Reports Section (SFAR) is appointed as the Base Traffic Warden. This section prescribes the procedures for issuing, maintaining control, and accounting for citations and specifies the responsibilities for unit traffic wardens assigned to the 15 ABW and associate units on Hickam AFB, Hawaii. Unit traffic wardens will only monitor parking lots of their respective facilities. SFAR will train all unit traffic wardens on the proper procedures for enforcing violations of parking regulations and properly completing DD Form 1408, Armed Forces Traffic Violation.

5.20.1.1. Unit traffic wardens will be appointed, in writing, by the respective unit commander. A copy of the appointment letter will be provided to SFAR.

5.20.1.2. The unit's senior traffic warden will be responsible for his/her respective unit's traffic warden program. He/she will contact SFAR for any training or questions about the program. All appointed unit traffic wardens will be trained by SFAR in the proper completion of tickets prior to accomplishing any unit traffic warden duties.

5.21. Temporary Reserved Parking. Unit Commanders, or equivalent, may establish temporary parking limitations, to include reserved parking spaces or areas, to support special functions occurring on base and will do so by erecting official signs and/or barricades.

5.22. Handicapped Parking.

5.22.1. Such parking is limited to those vehicles operated by or used to transport persons who are handicapped, whether temporary or not, in order to provide barrier-free paths from the vehicles to the facilities. Such vehicles will be identified by one of the following:

5.22.1.1. A special parking sticker or placard issued by the City and County of Honolulu that, when properly displayed, can be seen on the inside of the windshield in the lower right-hand corner.

5.22.1.2. An AF Form 787, Handicapped Person Vehicle Decal, when properly displayed, can be seen next to the DD Form 2220, DOD Registered Vehicle.

5.22.1.3. An AF Form 75, Temporary Vehicle Registration, marked with the word "disabled" to include expiration date that, when properly displayed, can be seen on the inside of the windshield in the lower left-hand corner.

5.22.2. Violators shall be issued a DD Form 1805 for parking in an approved handicap stall and be subject to a \$50 fine.

5.23. Requests for Handicapped Parking. Persons requesting the use of handicapped parking will hand-carry their medical records to the Chief of Medical Staff, Hickam AFB Clinic, who will issue a letter indicating the qualification for permanent or temporary handicapped parking. The requester must present the letter to the Pass and Registration Section who will issue the decal or temporary disability form.

5.24. Requests for Permanent Reserved Parking.

5.24.1. Permanent reserved parking spaces are reserved only during normal duty hours (0700 - 1700), unless the reserved space is posted or marked "Reserved 24 hours". Reserved parking that is reserved for 24 hours is for facilities that operate 24 hours and requires reserved parking, such as hospital emergency room ambulance parking and security forces vehicle parking. Reserved parking is assigned by the base traffic engineer, 15 CES/CEOEE, according to the following priorities (numbering of reserved spaces will be determined by the Base Traffic Engineer).

5.24.1.1. Official Government Vehicles (GOVs): Number and location to be determined by the Base Traffic Engineer based on available space and mission requirements.

5.24.1.2. Handicapped vehicles meeting the criteria of paragraph [5.23](#). Handicapped Parking.

5.24.1.3. Privately owned vehicles of key personnel. Key personnel are defined as:

5.24.1.3.1. 15 ABW Headquarters:, Facility 1110: Wing and Vice Commanders; Command Chief Master Sergeant; Support, Logistics and Operations Group Commanders; two (2) "Reserved" spaces for command visitors.

5.24.1.3.2. 15 ABW Units: Squadron commanders and first sergeants.

5.24.1.3.3. HQ PACAF, Facility 1102: As coordinated with the Director of Staff.

5.24.1.4. Customer service: As determined by the Base Traffic Engineer based on available space and facility patronage.

5.24.1.5. Other 15 ABW and Tenant Facilities: squadron commanders; first sergeants; medical group commander; tenant group commanders; command chief master sergeants; staff judge advocate; special reserved parking spaces (i.e., Gen/Col, CMSgt, Yard of the Month) for the commissary, base exchange and clubs are approved and managed separately by the SPTG/CC.

5.24.2. Special parking slots (i.e. Yard of the Month, Wing Noncommissioned Officer of the Quarter, etc.) may be reserved at community areas, such as the commissary, base exchange, NCO club, officers club, etc. The SPTG/CC is the approving official for all special parking requests.

5.24.3. To request a reserved parking space(s), submit an AF Form 332, Base Civil Engineering Work Request, along with a diagram of the parking lot and proposed stall locations to 15th Civil Engineer

Customer Service (15 CES/CEOC). The 15 SPTG/CC is the approving official for reserved parking spaces.

5.25. Proper Marking of Reserved Spaces.

5.25.1. The 15 CES/CEOE will monitor and control the numbering of reserved parking spaces, also periodically review the base parking plan for accuracy and compliance. Reserved parking signs and markings will comply with the guidance below.

5.25.1.1. When a curb is available, a brown 6" x 24" placard with 1-1/2" white letters and numbers will be affixed to the curb with the appropriate phrase and number.

5.25.1.2. When there is no curb available, a brown 6" x 24" placard with 1-1/2" white letters and numbers will be affixed to the wall of the adjacent building with the appropriate phrase and number.

5.25.1.3. When there is no curb or wall available, a white 12" x 36" rectangle with 2" black letters will be painted on the pavement at the entrance to the parking stall with the appropriate phrase and number.

5.25.1.4. As a last resort, a brown 12" x 18" sign with 1-1/2" white letters will be mounted on a metal pole with the appropriate phrase and number.

5.25.2. Proper phrasing will be as follows:

5.25.2.1. "RESERVED - 000" for normal personal reserved slots. NOTE: 000 is the assigned number for the slot.

5.25.2.2. "CUSTOMER 000" or "VISITOR 000."

5.26. Nonmoving Violation Action.

5.26.1. The following actions will be taken for nonmoving violations within a consecutive 12-month period for personnel assigned at Hickam AFB and their dependents.

5.26.1.1. First and Second Offense. Counseling, reprimand, etc., or other action deemed appropriate by the commander or sponsor.

5.26.1.2. Third Offense. Suspension of driving privileges for a period of 30 days.

5.26.1.3. Fourth Offense. Suspension of driving privileges for a period of 90 days.

5.26.1.4. Five or More Offenses. Suspension of driving privileges for a period of at least 180 days.

5.26.2. The Chief, Security Forces (CSF) or designee, Security Forces Administration (SFA), will initiate the appropriate action for civilians with no military affiliation, and military retirees and their dependents.

5.26.2.1. SFAR will prepare the traffic tickets or violation notices for signature of the CSF or SFA. Additionally, SFAR will prepare an advisory letter for signature by the CSF or SFA, addressed to the violator. The letter will state the number of violations on record, the reason for the suspension, and the procedures on how the violator may request reconsideration in writing within ten days.

5.26.2.2. The unit commander, section commander or first sergeant must, in each case, make a decision on whether or not an individual is guilty of a violation. If the individual is found to be "not guilty" and the CSF disagrees, the case will be sent to 15 SPTG/CD, who will review the case and make a determination for resolution.

5.27. Prohibited-Purpose Parking.

5.27.1. Vehicles advertised for sale will not be parked in any area for the specific purpose of advertisement unless registered and parked within the Auto Resale Lot.

5.27.2. This does not preclude owners from displaying "for sale" signs in their privately owned vehicles while the vehicle is in operation, parked at assigned quarters, or parked at assigned duty section.

Chapter 6

IMPOUNDING AND TOWING OF PRIVATELY OWNED VEHICLES (POVS)

6.1. Purpose.

6.1.1. Vehicles will not be towed or impounded unless they interfere with the movement of traffic, threaten public safety, are involved in criminal activity, are abandoned, are stolen, or unless directed by the installation commander or designated representative.

6.1.2. Every attempt should be made to locate the owner of the vehicle and have the vehicle removed.

6.1.3. The vehicle may be moved a short distance, if possible, to a legal parking area and temporarily secured until the owner can be found.

6.2. Towing and Removal of Illegally Parked Vehicles.

6.2.1. For parking violations within the 15 SVS Auto Resale Lot and 735 AMSS Long Term parking lot, violators will be towed immediately by civilian towing service. All fees and cost related to the towing and storage shall be the responsibility of the vehicle's registered owner.

6.2.1.1. The 15 SVS and 735 AMSS will establish a localized operating instruction detailing specific procedures for using a civilian towing service to tow violators which will mirror applicable HRS and this instruction.

6.2.1.2. When these agencies have vehicles towed from within their area of responsibility, they will contact the Security Forces Control Center (SFCC) for a law enforcement escort. The patrolman dispatched to the area will obtain sufficient information concerning the reason the vehicle was towed and a full description of the vehicle for entry into the Security Forces Blotter. Vehicles may not be towed without the presence of at least one Security Forces member.

6.2.2. For other parking violators where no user agency has guidance for towing, the SFCC will be contacted. A Security Force patrol will cite the vehicle for the violation and will make attempts to contact the owner to have the vehicle removed. In the event the owner does not move the vehicle within a reasonable time, it will be cited for possible abandonment.

6.3. A privately owned vehicle, including motorcycles and mopeds, illegally parked at any location is identified as derelict by the Security Forces under any one, or combination, of the following conditions and therefore is subject to towing and or impoundment if left unattended for a continuous period of more than 72 hours:

6.3.1. The vehicle registration has expired and/or the owner does not live at the address on the last registration certificate.

6.3.1.1. Not properly registered on base.

6.3.1.2. The last legal owner disclaims ownership.

6.3.1.3. If essential major parts have been removed so as to render the vehicle inoperable or the vehicle identification number (VIN), registration (license plates), and other means of identification have been removed so as to nullify efforts to locate or identify the owner.

6.3.1.4. If the vehicle registration records of the state where the license plates were issued show no registration for the vehicle.

6.3.1.5. Projects an unsightly image to the base.

6.3.1.6. Vehicles advertised for sale parked in an unauthorized area.

6.3.1.7. Obstructs the free flow or movement of traffic or poses any threat to public safety or military efficiency.

6.3.1.8. Does not display a valid state safety inspection.

6.3.2. Vehicles that fall into the above categories, which have not been abandoned, may be exempt. Unit first sergeants may issue 15 ABW Form 7, Hickam Air Force Base Hawaii Temporary Parking Permit, for temporary storage of POVs in increments of thirty days or less, but shall not exceed 60 days.

6.3.3. First sergeants have the sole responsibility for issuing and reissuing a 15 ABW Form 7 to members and dependents. However, the intent is to allow the member sufficient time to complete administrative or mechanical requirements for licensing, safety inspection, etc.

6.3.4. A copy of the approved 15 ABW Form 7 must be sent to 15 SFS/SFOI for filing once issued.

6.4. Procedures for the Towing and Storage of POVs identified for Impoundment.

6.4.1. Notification of owners will be conducted as follows:

6.4.1.1. For suspected abandoned vehicles, the owner will be allowed three days from the date the vehicle is tagged using a DD Form 2504, Abandoned Vehicle Notice, to remove the vehicle before impoundment action is initiated. If the vehicle is not moved within the three days, it may be impounded by SFOI.

6.4.1.2. POVs which are being impounded due to abandonment will be towed by military wrecker and stored by the Security Forces Investigations section (15 SFS/SFOI).

6.4.2. The installation commander will designate an enclosed area on the installation, that can be secured by a lock and key, to be used for an "impoundment lot." The installation impound lot will be maintained and controlled by SFOI and will only be used to store vehicles which have been impounded for abandonment.

6.4.3. During special events, if vehicles are identified that need to be removed and the owner cannot be reached, the vehicle will be moved to an adjacent parking area by a military wrecker and the action will be annotated in the Security Forces Blotter.

6.4.4. Temporary impoundment and towing of POVs for traffic violations or involvement in criminal activity will be accomplished under the direct supervision of Security Force personnel.

6.4.5. Vehicles towed and impounded by a military wrecker may be assessed a towing and storage fee, in accordance with applicable Hawaii Revised Statutes (HRS) guidance.

6.5. Use applicable guidance in Air Force Instructions, DOD Instructions, and the HRS, for legal notification of owners once the vehicle has been impounded.

6.5.1. The federal government, United States Air Force, and any other agency, government or private, involved in the vehicle impound shall not be held liable for any damages or loss as a result of the vehicle being impounded.

Chapter 7

ACCIDENTS AND ACCIDENT REPORTS

7.1. Responsibilities. Drivers are responsible for reporting accidents involving death, personal injury, government vehicles (GOVs), privately owned vehicles (POVs), unattended POVs, and/or other property.

7.1.1. The driver or operator of any vehicle involved in any accident resulting in injury, death of any person, disabling damage, or estimated damage in excess of \$10,000 will immediately stop the vehicle at the scene of the accident or as close as is safely possible, then return to and, in every event, remain at the scene of the accident until all reporting and on-scene investigations have been completed by the security forces. The driver/operator will, by the quickest means possible, report the accident to the security forces.

7.1.2. The driver or operator of any vehicle involved in any accident not resulting in injury, death, disabling damage, or resulting in estimated damage less than \$10,000 will immediately report the accident to 15 SFS/SFCC, Bldg 1001.

7.2. Occupant's or Other Person's Responsibility. When a driver of a vehicle is physically incapable of giving immediate notice of an accident and there is an occupant in the vehicle at the time who is capable of doing so, or there is any other person in the immediate area who is capable of doing so, that occupant or person will notify the security forces.

7.3. Duty to Give Information. All drivers or owners of vehicles involved in accidents will provide the required information to any person injured in an accident or the driver, owner, occupant or any other person attending any vehicle or property damaged in an accident. In all cases, the above persons will produce and surrender their ID card, permit to drive, vehicle registration, current insurance card, and inspection certificate to any Security Forces Officer.

7.4. Category of Accidents.

7.4.1. A major accident is defined as any traffic collision involving any motor vehicle that results in any death, injury (however slight), damage which renders any vehicle inoperative, or damage that exceeds \$10,000. If the traffic collision is unusual in nature, it may be categorized as a major accident. All major accidents will be investigated and an AF Form 1315, Accident Report, will be accomplished.

7.4.2. A minor accident is defined as any traffic collision involving any motor vehicle that does not involve death, injury, damage which renders any vehicle inoperative, or damage which exceeds \$10,000. Minor accidents parties information will be recorded on a 15 ABW Form 31, Minor Accident Information Form.

7.5. Release of Accident Reports.

7.5.1. 15 ABW Form 31, Minor Accident Information Form, is a three page form. Page 1 is the original of the form and is the file copy, page 2 and page 3 are copies of the form with the Privacy Act information blocked out. Pages 2 and 3 are intended to be the copies of the accident information to be released to the involved drivers. If in the event 3 or more drivers are involved in a single minor acci-

dent then the drivers are to be referred to SFAR, 5 to 7 working days after the accident, for copies of the Minor Accident Information Form.

7.5.2. All accident reports and enclosures (i.e., statements, tickets, etc.) are property of the Air Force. Any requests for such reports and/or enclosures, except as provided for above, will be referred to SFAR, 5 to 7 working days, after the accident.

Chapter 8

SUSPENSION AND REVOCATION OF DRIVING INSTALLATION PRIVILEGES

8.1. Designated Representatives. 15 SPTG/CC and 15 SPTG/CD are the designated representatives for 15 ABW/CC concerning suspension and revocation actions. Suspension and revocation of driving privileges apply to drivers of both government and private vehicles, regardless of the vehicle type involved in the resultant action.

8.2. Suspension/Revocation Actions against Sponsors. Actions taken against sponsors will not apply to family members nor will actions taken against family members apply against sponsors.

8.3. Requests for Suspension/Revocation of Military/Dependent/Civilian Employees On-Base Driving Privileges for Other Than Driving Offenses. Unit commanders or staff agency directors may request suspension of a military member's, a family member's, or a civilian employee's driving privileges by forwarding a letter requesting suspension/revocation to 15 SPTG/CD through SFAR.

8.4. Restricted Privileges. Request for limited privileges must be submitted in writing to 15 SPTG/CD through 15 SFS/SFAR. If the requestor is a military member, military dependent, or civilian employee; the request must be routed through the member's or employee's unit chain of command for coordination by the unit commander. Restricted privileges may be granted or denied in a hearing with the 15 SPTG/CD.

8.4.1. The letter must be type written.

8.4.2. If the individual is active duty military, or civilian employee, the letter must be endorsed with a recommendation from their unit commander, first sergeant, or staff agency director. If the individual is the dependent of an active duty military member, or civilian employee, the letter must be endorsed with a recommendation from their sponsor's unit commander, first sergeant, or staff agency director.

8.4.3. If the individual is a civilian with no military affiliation, a retired military member, or the dependent of a retired military member the letter does not require an endorsement or recommendation.

8.4.4. If limited privileges are granted, SFAR will forward written instructions for restricted-driving privileges granted to the requester. The requester must maintain the letter on his/her person at all times while operating a motor vehicle on any 15 ABW installation.

8.5. Administration of the Program. SFAR will prepare, distribute, and receive responses to suspension or revocation letters and forward them with case files to 15 SPTG/CD through the SJA for signature. 15 SPTG/CD will conduct administrative hearings when requested. SFAR will schedule the hearing appointments ensuring the commanders receive the case files at least one duty day before the hearing. After the hearing 15 SPTG/CD will forward the hearing determinations to the CSF.

8.6. Vehicle Registration Denial. When an individual's driving privileges have been suspended/revoked for more than a 30-day period, he/she is automatically ineligible for vehicle registration privileges. Within 10 days after receiving notice of a revocation or suspension action, individuals will remove the DD Form 2220, Installation and Expiration Tabs, from all privately owned vehicles and turn them into the Security Forces Pass and Registration Office (SFAP). If an active duty or retired member is accompanied by a family member authorized to operate a motor vehicle, said family member may register the vehicle in the

family member's name, subject to all the insurance and licensing requirements. Unit commanders and staff agency directors will take positive steps to ensure military and family members comply with deregistration requirements.

8.7. Suspension/Revocation Procedures.

8.7.1. Individuals will have their driving privilege suspended/revoked as indicated for the below violations. This does not include violations already covered under AFI 31-204, Motor Vehicle Traffic Supervision.

8.7.2. Driving without a valid driver's license (90 days first offense). Allow violators three (3) working days to renew a recently expired driver's license. Upon proof of compliance, the mandatory 90-day suspension will be reclassified as a nonmoving violation. A recently expired license is defined as being expired 30 days or less.

8.7.3. Failure to obtain or expired Hawaii insurance coverage or failure to carry proof of documentation in the vehicle will result in the suspension of installation driving privileges for a period of 90 days. Allow violators three (3) working days to show proof of insurance. Upon proof of vehicle insurance prior to the citation date the citation shall be reclassified as a nonmoving violation. If proof of insurance at the time of the violation is not shown to SFAR within three (3) working days, a suspension will be initiated as if the person had no insurance coverage.

8.7.4. Open container of alcoholic beverage. Suspension of installation driving privileges for a period of 90 days.

8.7.5. Eluding or fleeing security forces. Suspension of installation driving privileges for a period of 180 days.

8.7.6. Speeding on 15th Air Base Wing Installations.

8.7.6.1. Any person who is cited for exceeding the established speed limit is subject to a suspension of his/her base driving privileges. His/her base driving privileges will be suspended one day for every mile per hour (MPH) over the speed limit. Suspension of driving privileges applies to all driving privileges, both POV and GOV, and unless the driver requests an administrative hearing, the suspension period begins the day after receipt of the ticket. For example, a driver exceeding the speed limit by 10 MPH will have his/her base driving privileges suspended for 10 days. The suspension is in addition to points assessment and other requirements of AFI 31-204.

8.7.6.2. Second infraction within a 12-month period. Suspension of driving privileges for an additional period of 30 days.

8.7.6.3. Third infraction within a 12-month period. Suspension of driving privileges for an additional period of 90 days.

8.7.6.4. Four or more infractions within a 2-year period. 6-month suspension to 1 year driving revocation as directed by 15 SPTG/CC or 15 SPTG/CD.

8.7.6.5. Effective 1 Dec 01, the penalty for exceeding the speed limit in base housing will be as follows: first offense = 30 day suspension of driving privileges; second offense = 60 days suspension; and third offense = 1 year suspension. For the purpose of this policy only, "base housing" is defined as those streets or roads where the posted speed limit is 15 miles per hour or less.

8.7.7. Commission of a traffic offense in Hawaii or another State which, if committed on the installation, would be grounds for suspension or revocation, the period of suspension will correspond with penalties for similar offenses as if they occurred on the installation.

8.7.8. Other offenses at the discretion of 15 ABW/CC or 15 SPTG/CC (as determined by the suspending/revoking authority).

8.8. Appeal Procedures. Any person whose installation driving privileges have been suspended or revoked may appeal in writing, via his/her chain of command, to 15 SPTG/CD through the SFAR. Appeals must reach the SFAR not later than seven days after the revocation letter is received by the individual.

8.8.1. Administrative due process for unclaimed or refused installation driving suspensions defined: In the event that written notification cannot be verified either through certified return receipt mail or delivery through command channels, the installation commander or designated representative will deem the suspension or revocation as remanded to file as pending. The 15 SFS/SFAR will maintain the remanded suspension or revocation in a pending status for a period of 3 months, unless contact is made with the violator. Reliable proof of contact will consist of a returned Postal Service Form 3811 with the signature of the addressee on line 5 or the returned and signed revocation/suspension letter. The effective date of the suspension will begin 10 working days from the date of delivery as annotated on line 7 or from the date of receipt on the revocation/suspension letter. If the violator cannot be contacted within the pending time period, the effective date of the suspension or revocation will occur automatically on expiration of the pending status period.

8.8.2. Following an automatic expiration of a remanded pending suspension or revocation, the violator will be denied vehicle registration privileges until such application is made in writing to the installation traffic authority.

Chapter 9

TRAFFIC VIOLATION PROCESSING

9.1. Processing of DD Form 1408, Armed Forces Traffic Ticket.

9.1.1. If the violator is an active duty member, a dependent of an active duty member, or a civilian employee assigned to a 15 ABW installation, the ticket is sent to the appropriate unit commander or manager for action. If the violator is a dependent of, or an active duty member assigned to, another military installation or service, the ticket will be sent to the appropriate police agency or squadron for action. Det 1, 15 SPTG/SF will forward all tickets or violation notices to 15 SFS/SFAR for processing. If the violator is a civilian with no military affiliation, a retired military member, or the dependent of a retired military member, the violation will be recorded, points assessed as required to the individual, and kept on file.

9.1.2. Unit commanders, squadron section commanders, or first sergeants will personally annotate the remarks section (reverse side) of the ticket, and other reports of violations, specifying "guilty" or "not guilty" and the actions taken. If not guilty or no action is taken, they must annotate the reason for their findings. They will then sign and return the ticket to SFAR.

9.1.3. Violators have 10 days from the date the ticket is issued to submit any rebuttal to the traffic violation. Rebuttals must be submitted in writing through the unit commander to the SFAR. No rebuttals will be considered once the report of action has been received. Commanders will take appropriate action on the ticket or violation notice and forward it with the rebuttal attached. No entry will be made on the driver's record until the rebuttal has been considered by the CSF or a designated representative. Address all citation inquiries to 15 SFS/SFAR, 505 Hangar Avenue, Hickam AFB HI 96853-5239. If the citation is uncontested or the contest is unsuccessful, SFAR will forward the ticket to the appropriate commander/agency for action.

9.1.4. The issuance of a traffic ticket is a matter within the purview of the security forces, the primary law enforcement organization on Air Force installations. However, upon written requests to the CSF, other organizations (unit traffic wardens) may be authorized to issue parking citations in areas immediately adjacent to their organizations.

9.2. Processing of DD Form 1805, United States District Court Violation Notice (18 U.S.C. 13, 32 CFR 210.3(6)). Both military members and civilians can be issued DD Form 1805 for traffic violations. All persons issued DD Form 1805s are required to appear in U.S. Magistrate court except under the following circumstances:

9.2.1. Payment of the specified fine is mailed to the Central Violations Bureau in lieu of appearance. (i.e., parked in a handicap stall, speeding)

9.2.2. The case is dismissed by the Special Assistant U.S. Attorney. Contact SFAR and the base legal office to show proof of insurance or drivers license.

9.2.3. Failure to appear in federal court will result in the issuance of a penal summons or bench warrant.

9.3. Traffic Violation Procedures.

9.3.1. Points are, for the purpose of this instruction, those determined assessable, for moving violations, to all military and civilian personnel operating government or private vehicles on or off 15 ABW installations.

9.3.2. When an individual has accumulated a total of 12 or more points within a 12-month period, or 18 points within a 24-month period, SFAR will notify the individuals commanding officer, or manager, that his/her driving privileges are being revoked for a period of one year. If warranted, the commander may recommend the individual's privileges be revoked permanently. The individual's privilege to operate a government vehicle may also be revoked in the same manner. If the individual is a civilian with no military affiliation, a retired military member, or the dependent of a retired military member, the individual is notified by certified mail.

9.3.3. Points assessed against an individual will remain in effect in accordance with AFI 31-204. Driver record entries will remain posted on an individual for the periods specified below:

9.3.3.1. Chargeable nonfatal accidents or moving violations - three years.

9.3.3.2. Non-mandatory suspensions or revocations - five years.

9.3.3.3. Mandatory revocations - seven years.

9.3.3.4. Nonmoving violations - two years.

9.3.4. Based on reciprocal agreements among military law enforcement officials, points and penalties will be assessed for traffic tickets issued by other military law enforcement agencies to personnel assigned to 15 ABW installations whose vehicles bear a DD Form 2220, DOD Vehicle Registration Decal.

9.3.5. Any appeal concerning assessed traffic points and/or penalty (other than suspended/revoked driving privileges) must be submitted in writing through the unit commander, or agency manager, to the CSF, through SFAR, no later than 10 days from the date of action taken on the reverse side of the DD Form 1408, Armed Forces Traffic Ticket.

9.3.6. A person subject to the UCMJ who has been tried in a civilian court for a traffic violation, normally, will not be tried by courts-martial for the same act or acts over which the civilian court has exercised jurisdiction. Upon notification that a military member of the installation has been charged with a serious traffic offense by civilian authorities, commanders may recommend to SFAR that the individual's driving privileges be suspended in accordance with this instruction. Commanders may take further administrative actions if the situation warrants.

Chapter 10

VEHICLE REGISTRATION

10.1. Registration Policy.

10.1.1. Consistent with base entry policy in AFI 31-209, The Air Force Resource Protection Program, the installation commander, with the advice of the Resources Protection Executive Committee (RPEC), determines the degree of control required over personnel entering or leaving the installation. Eligible registrants include assigned active duty and civilian personnel, reserve and National Guard personnel assigned to a unit or attached for training on Hickam AFB, local dignitaries, retired military, USAF civilian employees, and Civil Air Patrol members sponsored by Hickam AFB. The installation commander may authorize the registration of vehicles in the custody of or owned by dependents, step-parents or guardians of minor children who are authorized to use base facilities.

10.1.2. At the time of registration, the registrant will provide current state vehicle registration, vehicle lease documentation if applicable, State of Hawaii vehicle safety inspection form, valid driver's license, military identification and proof of State of Hawaii no-fault insurance. Under the automated vehicle registration system, the appropriate blocks will be completed and the registrant will sign the registration media log sheet acknowledging receipt of, and continued compliance with, registration requirements. Motorcycles/mopeds will not be registered until the operator completes Course IV in accordance with AFI 91-207 or applicable state approved safety course, at which time normal registration procedures will be followed.

10.1.3. Private vehicle registration decals will be affixed to either the top center or the lower left corner of the front windshield. Registration decals consist of the DD Form 2220, Department of Defense Vehicle Registration Sticker, affixed to the top center of the windshield, the month sticker to the left of the DD Form 2220, the year sticker to the right of the DD Form 2220, and the installation decal is centered below the DD Form 2220. General, Colonel, Chief, and handicapped decals will be affixed below, and centered on the installation decal.

10.1.3.1. Mopeds 50cc or greater must be registered as a motorcycle.

10.1.3.2. Mopeds 49cc or less may be registered as a motorcycle. For a moped to be registered as a motorcycle it must have a City and County of Honolulu Moped registration decal affixed to it. No state safety inspection sticker is required.

10.1.3.3. An international orange decal imprinted with "M" (male) or "F" (female) will be affixed directly below and abutted against the month decal to identify a person with suspended or revoked installation driving privileges. The length of registration indicated by the year decal will reflect the length of the revocation. In addition a decal, blue, with white lettering, reflecting an "R," will be affixed directly below and abutted against the year decal, if restricted driving privileges have been granted.

10.1.3.4. Motorcycles will be registered in accordance with Hawaii State law. Base registration cannot be accomplished until completion of the Experienced Rider Course, Riding Street Skill Course, or other motorcycle course as determined by the base Safety Office (15 ABW/SE). The DD Form 2220; with the month sticker to the left of the DD Form 2220, the year sticker to the right of the DD Form 2220, and the installation decal is centered below the DD Form 2220; shall be affixed to the front of the motorcycle so as to be clearly visible from the front by base entry

controllers. At no time shall the decal be affixed on the lamp portion of the headlight, or in any way interfere with the operation of the headlight or turn signals.

10.1.4. All personnel assigned to Hickam AFB will register their motor vehicles in accordance with this instruction. Motor vehicles with a DD Form 2220 affixed in accordance with the above standard do not need to have the form removed, but must register the form number with SFAP. Owners of motor vehicles with decals not in compliance shall remove their decal and the vehicle will be registered in accordance with this instruction.

10.2. De-registration Procedures.

10.2.1. The registrant will remove the decals from the vehicle and return the remnants to the Pass and Registration section whenever the registered vehicle(s) will no longer be operated on the installation under the following circumstances:

10.2.1.1. Upon sale or other disposition of the vehicle, even to another military member. If the new owner is eligible to register the vehicle on the installation, both parties need to report to SFAP within 3 duty days of the sale to change the registration.

10.2.1.2. Upon transfer of possession of the vehicle under power of attorney to another person for the purposes of later sale, shipment or disposition on behalf of the registrant. Exception: The designee power of attorney will register the vehicle (if registration requirements are met) in his/her name using the current decals until final disposition, at which time all decals will be removed.

10.2.1.3. Release of the registrant from military service, in which event the decals or remnants will be returned to the Security Forces Pass and Registration section. Failure to comply could delay out-processing.

10.2.1.4. Termination of registration of on-base vehicle operating privileges as directed by the installation commander or other competent authority.

10.2.1.5. Upon permanent change of station or retirement and the vehicle is to be removed from the island of Oahu, the decal shall be removed with the remnants returned to SFAP.

10.3. Forms Prescribed.

10.3.1. 15 ABW Form 7, Hickam AFB, Hawaii, Temporary Parking Permit.

10.3.2. 15 ABW Form 31, Minor Accident Information Form.

10.3.3. CEH Form 98-0 1, Yard Inspection Ticket.

10.3.4. DD Form 2504, Abandoned Vehicle Notice.

ALBERT F. RIGGLE, Colonel, USAF
Commander, 15th Air Base Wing